

**IT IS THE VENDOR'S RESPONSIBILITY TO CHECK FOR  
ADDENDUMS PRIOR TO SUBMITTING PROPOSALS**

**NOTICE TO BIDDERS  
SPECIFICATION NO. 03-043**

The City of Lincoln intends to purchase and invites you to submit a sealed bid for:

**ANNUAL REQUIREMENTS FOR  
NURSERY STOCK  
(PLANT MATERIAL ONLY)  
(Parks Project 9901)**

**MEETING OR EXCEEDING THE CITY OF LINCOLN'S  
SPECIFICATIONS ATTACHED**

Sealed bids will be received by the City of Lincoln, Nebraska on or before 12:00 noon Wednesday, March 5, 2003, in the office of the Purchasing Agent, Suite 200, 'K' Street Complex, 440 South 8th Street, Lincoln, Nebraska 68508. Bids will be publicly opened and read at the 'K' Street Complex.

Bidders should take caution if U.S. mail or mail delivery services are used for the submission of bids. Mailing should be made in sufficient time for bids to arrive in the Purchasing Division, prior to the time and date specified above.

# **SPECIFICATIONS FOR NURSERY STOCK**

## **1. SCOPE OF PROJECT**

- 1.1 Contractor shall furnish as ordered by the Park Planning and Construction Manager during the term of the agreement.
- 1.2 Planting and establishment of plant material will be the responsibility of the City of Lincoln, and contractor will not be required to replace plant material which does not survive.
- 1.3 Term of agreement will begin March 31, 2003 through December 31, 2003; with options to renew for three (3) additional one-year terms, beginning January 1, 2004.

## **2. CONTRACTOR QUALIFICATIONS**

- 2.1 Contractor shall be licensed with the Nebraska Department of Agriculture Division of Plant Industry, according to the Nebraska Plant Protection and Plant Pest Act and Associated Regulations.

## **3. MATERIAL SPECIFICATIONS**

- 3.1 Nursery stock shall conform to all applicable sections of Chapter 31 of the City of Lincoln Standard Specifications for Municipal Construction relating to general plant material requirements and transporting plants to the planting site.
- 3.2 Estimated annual requirements of nursery stock are as follows:
  - 3.2.1 Evergreen Trees.....75
  - 3.2.2 Shade Trees.....50
  - 3.2.3 Ornamental Trees.....50
  - 3.2.4 Evergreen Shrubs.....60
  - 3.2.5 Deciduous Shrubs.....60

## **4. ORDERING REQUIREMENTS**

- 4.1 Orders for nursery stock will be placed by telephone or FAX by the Park Planning and Construction Manager, or his authorized representative, and shall include plant material species and size, quantities, and delivery location.
- 4.2 Contractor shall have nursery stock available within four (4) working days of individual orders.
- 4.3 If delivery of nursery stock is requested, it is understood to mean placing of individual plants adjacent to planting locations at the delivery location as marked by the Park Planning and Construction Manager.

## **5. BIDDING PROCEDURE AND CONTRACT PRICING**

- 5.1 Read the enclosed Instructions to Bidders and Special Provisions for commodity Term Contracts.
- 5.2 Bidders shall submit with their bidding documents a catalog listing woody plant materials available for the 2003 planting season and associated retail price list.
- 5.3 Indicate on the proposal form the percentage of discount to be applied against and deducted from the catalog retail price list for the term of the agreement.

**NOTE:** It is understood that contract pricing shall include catalog price of the nursery stock net of discount, all delivery charges to the planting locations, but no warranty period.

- 5.4 Bidders shall complete Bidding Schedule A which will be used for the evaluation of bids.
- 5.5 Contractor shall submit a revised catalog of woody plant materials on or about January 1, preceding each renewal date for approval by the City of Lincoln. Prices indicated in the revised catalog shall remain firm for the renewal period.

**6. INQUIRIES**

- 6.1 Contact the Park Planning and Construction Manager at (402) 441-8252, with any questions regarding these specifications or services required for the performance of this agreement.
- 6.2 Contact the Assistant Purchasing Agent at (402) 441-7414 with any questions regarding bidding procedures.

COMPANY NAME

**PROPOSAL  
SPECIFICATION NO. 03-043  
ANNUAL REQUIREMENTS FOR NURSERY STOCK  
(PLANT MATERIAL ONLY)  
PARK PROJECT 03-01  
BID OPENING TIME: 12:00 NOON  
DATE: March 5, 2003**

The undersigned bidder, having full knowledge of the requirements of the City of Lincoln for the below listed items and the contract documents (which include Notice to Bidders, Instructions to Bidders, this Proposal, Specifications, Contract, and any and all addenda) and all other conditions of this Proposal, agrees to sell to the City the below listed items for the performance of this Specification, complete in every respect, in strict accordance with the contract documents at the discount listed below.

**Discount Offered off retail list price of all woody plant material\_\_\_\_\_ % discount\***  
*(including delivery of plant material to specified locations through out the city)*

The City will be responsible for installation and establishment of plant material. The vendor will not be required to replace plants which do not survive through the establishment period.

\* Bidders may choose to offer varying discounts by plant category. These varying discounts should be reflected on Schedule A. If a single discount percentage is offered, the discount is understood to apply to all plant categories on Schedule A.

Special Provisions for Commodity Term Contract are included with the specification document. Bidders are urged to read the Special Provisions before completing the following sections for the Proposal.

Term of initial contract is March 31, 2003 through December 31, 2003, with options to renew on an annual basis thereafter, beginning January 1, 2004, not to exceed three such renewals.

**Contract Extension Renewal is an option:** Yes \_\_\_\_\_  
No \_\_\_\_\_

**TERM PRICE CLAUSE: BIDDER MUST CHECK ON OF THE FOLLOWING:**

- (a) Bid prices as contained within 2002 plant catalogue, will be firm for the full contract period:\_\_\_\_\_ ; or
- (b) Bid prices subject to escalation/de-escalation as indicated in plant catalogs of subsequent years:\_\_\_\_\_ .

**COMPANY REPRESENTATIVE** responsible for the administration of this Agreement:

NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
PHONE NO. \_\_\_\_\_  
FAX NO. \_\_\_\_\_

**AFFIRMATIVE ACTION PROGRAM :** Successful bidder will be required to comply with the provisions of the City's Affirmative Action Policy (Contract Compliance, Sec. 1.16). The Equal Opportunity Officer will determine compliance or non-compliance, upon a complete and substantial review of successful bidder's equal opportunity policies, procedures and practices.

The undersigned signatory for the bidder represents and warrants that they has full and complete authority to submit this proposal to the City, and to enter into a contract if this proposal is accepted.

RETURN TWO COMPLETE COPIES OF PROPOSAL AND SUPPORTING MATERIAL:  
MARK OUTSIDE OF BID ENVELOPE AS FOLLOWS:  
**SEALED BID FOR SPEC. 03-043**

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
BY (Signature)

\_\_\_\_\_  
STREET ADDRESS or P.O. Box

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
CITY, STATE

\_\_\_\_\_  
ZIP CODE

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
TELEPHONE No.

\_\_\_\_\_  
FAX No.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
EMPLOYER'S FEDERAL I.D. NO.  
OR SOCIAL SECURITY NUMBER

\_\_\_\_\_  
Terms of Payment

Bids may be inspected in the Purchasing Division offices during normal business hours, after tabulation by the purchasing agent. If you desire a copy of the bid tabulation to be mailed to you, you must enclose a self-addressed stamped envelope with your bidding documents. Bid tabulations can also be viewed on our website at: <http://www.ci.lincoln.ne.us/city/finance/purch/specindx.htm>

**SCHEDULE A**  
**ANNUAL REQUIREMENTS FOR NURSERY STOCK**  
**(PLANT MATERIAL ONLY)**  
**PARK PROJECT 03-01**

The vendor will be selected based upon representative list prices of commonly requested woody plant materials and percentage discount offered. The following are examples of commonly requested plants.

ITEM	DESCRIPTION	EST.ANN. QTY.	LIST PRICE	DISCOUNT	NET UNIT PRICE	TOTAL PRICE
<b>CAT. I</b>	<b>EVERGREEN TREES</b>					
	4' B&B Colorado Spruce, <i>Picea pungens</i>	38	\$_____	_____%	\$_____	\$_____
	4' B&B Concolor Fir, <i>Abies concolor</i>	37	\$_____	_____%	\$_____	\$_____
<b>CAT. II</b>	<b>DECIDUOUS SHADE TREES</b>					
	1½' B&B Patmore Ash, <i>Fraxinus pennsylvanica</i>	25	\$_____	_____%	\$_____	\$_____
	1½' B&B Swamp White Oak, <i>Quercus bicolor</i>	25	\$_____	_____%	\$_____	\$_____
<b>CAT. III</b>	<b>DECIDUOUS ORNAMENTAL TREES</b>					
	1½' B&B Eastern Red Bud, <i>Cercis canadensis</i>	25	\$_____	_____%	\$_____	\$_____
	1½' B&B Prairifire Crab, <i>Malus</i>	25	\$_____	_____%	\$_____	\$_____
<b>CAT. IV</b>	<b>DECIDUOUS SHRUBS</b>					
	15-18" cont. Cranberry Cotoneaster, <i>Cotoneaster apiculata</i>	30	\$_____	_____%	\$_____	\$_____
	15-18" cont. Little Princess Spirea, <i>Spirea japonica</i> "Little Princess"	30	\$_____	_____%	\$_____	\$_____
<b>CAT. V</b>	<b>EVERGREEN SHRUBS</b>					
	18-24" cont. Densiformis Yew, <i>Taxus x media</i> "Densiformis"	30	\$_____	_____%	\$_____	\$_____
	18-24" cont. Broadmoor Juniper, <i>Juniperus sabina</i> "Broadmoor"	30	\$_____	_____%	\$_____	\$_____